

Train the Trainer Instructor Application

You may complete Part A of this application form at any time in order to become a qualified PHTA Instructor and attend the Train the Trainer program. PHTA will evaluate this portion and will inform your acceptance or denial within 72 hrs. After approval, complete Part B of the application when registering for the Train the Trainer program.

PHTA understands the challenge teachers face according to data from National Association of State Directors of Teacher Education and Certification (NASDTEC); following this model, PHTA has developed a ***teaching certificate reciprocity policy***. This program ensures high-quality instructors are given the opportunity to teach regardless of where they prepared for certification. If you hold a current teaching/instructor certification from a public or private organization, you may complete Part A of this application and submit a copy of such certification. PHTA’s Education Committee will evaluate your credentials and background. The Education Committee reserves the right to grant or deny teaching certificate reciprocity.

PART A – Participant’s Qualification and Agreement

First Name	Last Name	Today’s Date
Company Name		
Work Address		
City, State, Zip		
Work Phone		Fax
Home Address		
City, State, Zip		
Cell Phone		E-mail

Check the appropriate box(es) to indicate your professional emphasis:

- Commercial Pools
- Residential Aboveground/Onground Pools
- Residential Inground Pools
- Spas
- Commercial Spas
- Residential Permanently Installed Spas
- Residential Portable Spas
- Other (please specify):

Number of years in the aquatic industry

Instructions: Participant’s Qualifications and Agreement

Part A of the Train the Trainer Instructor application consists of two sections: a series of qualifying questions and commitments, which the applicant must fill in and affirm, and a statement of the agreement between PHTA and the applicant. Both sections must be signed by the applicant, and all statements must be affirmed. This application is not valid until accepted and countersigned by an authorized PHTA staff representative and does not confer any right or benefit unless the applicant successfully received certification as an PHTA Instructor.

Participant's Qualifications and Commitments

Receiving the PHTA Instructor designation is based not merely on the knowledge of how to maintain pools and spas but to be a PHTA Instructor, candidates must also demonstrate adult teaching skills.

In order to determine candidate's eligibility for the designation of PHTA Instructor, you are required to answer the following questions. PHTA may require you to provide additional information to clarify answers before PHTA can grant your certification. Any information found to be false, now or in the future, will constitute grounds for the denial or termination of your certification. For the following questions, complete by checking the appropriate boxes and providing explanation when requested. [Answer the following questions:](#)

1. A. Are you a member of the PHTA in good standing?..... Yes No

PHTA membership #

B. What is your current occupation:

C. Do you currently hold, or have you previously held, a position in a company within the swimming pool, spa or related industry for a minimum of three (3) years? Yes No

D. Do you currently hold an Instructor status from other organization? Yes No
List below and Include documentation with Application

2. Do you currently hold a Certification as a Pool/Spa Service Professional, or other PHTA certification? .. Yes No
List below organization and provide certification number and expiration date

3. Are there any pending civil actions or outstanding judgments against you that have remained outstanding or unsatisfied for a period of at least 12 months?..... Yes No

4. If "Yes," please explain:

5. Have you or your firm ever been convicted of a felony in the course of your activities, or convicted of fraud or related offenses? Yes No
If "yes," please explain:

6. Are there any complaints lodged against you or your firm with the Better Business Bureau, consumer protection agencies, arbitration authorities, or local contracting boards that remain unresolved after more than six (6) months?..... Yes No

If "yes," how many complaints? _____ Have you responded to these complaints? Yes No

Are you able to furnish written documentation to demonstrate that you have responded to these complaints? Yes No

PHTA Code of Ethics and Required Signature

All members of The Pool and Hot Tub Alliance shall be requested to observe and be dedicated to the following principles and policies:

- To contribute to the health, safety and welfare of the public in the design, manufacture, installation, maintenance and operation of swimming pools, spas and hot tubs by complying with all applicable laws, ordinances or regulations and refraining from engaging in fraudulent or deceptive acts or practices.
- To hold all necessary federal, state and local licenses, registrations and permits.
- To respect and not infringe upon the intellectual property rights of others and to refrain from using the property of others without their prior, written consent.
- To advertise products, services and prices truthfully and consistently with all federal, state and local advertising practices requirements.
- To clearly communicate prices to potential customers or clients prior to providing such products or services.
- To provide written sales agreements when such are requested by customers or required by law.
- To comply with the terms of all agreements, oral or written, regarding the provision of products or services.
- To respond to any consumer complaints made to any governmental authority, Better Business Bureau or equivalent nongovernmental authority.
- To exclude from company ownership or senior management any person or entity who or which, within the past three (3) years, has been convicted of or pleaded no contest (or its equivalent) to any felony or other crime involving business or financial practices.
- To use the PHTA name, logo and other intellectual property only when and as permitted by PHTA, and to cease all such use upon suspension from or termination of membership in PHTA.
- To file a complaint with PHTA regarding a potential violation of this Code of Ethics only when in possession of credible evidence of such potential violation.
- To cooperate fully with any PHTA investigation of a potential violation of this Code of Ethics.

Violations of the Code of Ethics are investigated and evaluated by processes outlined in the Governance Policies approved by the PHTA Board of Directors.

I affirm, that to the best of my knowledge, all statements made within this document are both true and accurate. I further acknowledge that I have read, understood, and am committed to adhere to the PHTA Code of Ethics. I have and maintain a current file of all ANSI/PHTA standards (See comment above) and the PHTA Workmanship Guidelines. I commit to build all my pools and spas to meet or exceed the appropriate ANSI minimum standards, as well as the PHTA Workmanship Guidelines.

Furthermore, I have read, understood, and will comply with the conditions set forth in this agreement. I understand and agree that if I do not complete all the re-certification requirements promulgated by PHTA for the PPSO Professional Pool and Spa Operator program by the expiration date, my PPSO credential, registration, and advertising privileges will be terminated.

Participant's Signature

Date:

I have read and understand the conditions and agree to the same:

Participant's Required Signature:

Date:

Authorized PHTA Staff Signature:

Date:

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PART B – Registration for the Train the Trainer Program

First Name	Last Name	Today's Date
Company Name	PHTA Member # (if applicable)	
Work Address		
City, State, Zip		
Work Phone	Fax	
Home Address		
City, State, Zip		
Cell Phone	E-mail	

Upcoming programs are being scheduled now. Learn more by emailing the PHTA Education and Membership Development Manager, PHTA University, 703.549-0493 fax, Email: APSPUniversity@phta.org

PHTA University Certifications

Which PHTA University certifications do you currently hold:

- CBP Certified Pool & Spa Building ProfessionalSM
- CSP Certified Pool & Spa Service ProfessionalSM
- CRP Certified Pool & Spa Retail ProfessionalSM
- CST Certified Pool & Spa Service TechnicianSM
- CMS Certified Pool & Spa Maintenance SpecialistSM
- CHTT Certified Pool & Spa Hot Tub TechnicianSM
- PPSO Professional Pool & Spa OperatorSM

Which PHTA University certification are you interested in being an instructor for:

- CBP Certified Pool & Spa Building ProfessionalSM
- CSP Certified Pool & Spa Service ProfessionalSM
- CRP Certified Pool & Spa Retail ProfessionalSM
- CST Certified Pool & Spa Service TechnicianSM
- CMS Certified Pool & Spa Maintenance SpecialistSM
- CHTT Certified Pool & Spa Hot Tub TechnicianSM
- PPSO Professional Pool & Spa OperatorSM

Payment

Train the Trainer Program \$795 members \$995 non-members

Check Enclosed (made out to APSP)

Charge to: VISA MasterCard American Express Discover

Card Number

Exp. date

Security code

Name on Card (print)

Cardholder's Signature

Participant's Signature:

Parts A and B of this application, the Train the Trainer application fee, and necessary documentation must be received by PHTA National office at least forty-five (45) days in advance of the exam for applicants wishing to attend the class.

Send completed form and continuing education documentation to:

Attention:

PHTA University

2111 Eisenhower Ave

Ste 500

Alexandria, VA 22314

Questions? 703.549-0493 fax | Email: PHTAUniversity@phta.org